

## HOW DO I?

### **Apply for a marriage license**

Marriage licenses are processed Monday through Friday from 9:00 A.M until 3:30 P.M and require both parties to be present with the following documents;

- A. Current form of Photo ID: (One of the following) ( must be valid)
  - 1. Driver's License
  - 2. Non-driver's License
  - 3. Valid Passport

### **EXPIRED DOCUMENTS WILL NOT BE ACCEPTED.**

- B. Proof of Birth (one of these)
  - 1. Original or certified Birth Certificate
  - 2. Original or certified Baptismal records
  - 3. Original or certified Naturalization Papers

### **PHOTO COPIES WILL NOT BE ACCEPTED**

- C. Proof of Divorce or Death: (if you were previously married)
  - 1. Certified or original divorce papers for each divorce
  - 2. Certified or original death certificate

### **PHOTO COPIES WILL NOT BE ACCEPTED**

#### **FOREIGN LANGUAGE DOCUMENTS**

Any of the above paperwork that is in any language other than English must be translated by one the accepted translators located below. When arriving for your marriage license you must have the translated paperwork and the original foreign language document.

Accepted translators:

- 1. Multinational Translating Service  
36 Carleton Avenue, Islip Terrace, New York 11752  
  
Telephone (631) 581-8956
- 2. Spanish Accredited Bureau of Translators and Interpreters  
271 Madison Avenue, Third Floor, New York, NY 10016  
  
Telephone: (212) 481-4980 Fax (212) 481-4971

3. Access France  
Telephone: (212) 367-9700 Fax (212) 229-1620
4. Translation and Interpretation Services  
Telephone: (212) 697-1097 Fax (212) 286-9649
5. Sandra Melendez Esq. 84A Park Place, East Hampton, NY 11937  
Telephone: (631) 604-2309

### **Apply for a Shellfish license**

#### **A. Personal PERMIT REQUIREMENTS ( one of the following)**

1. A Valid New York State driver's license or vehicle registration in the name of the applicant setting forth an address located within the boundaries of the Town of East Hampton
2. A validated tax receipt stub for the current year for any taxable property located within the boundaries of the Town of East Hampton
3. Valid voter registration card indicate applicant's place of residence as being within the boundaries of the Town of East Hampton.
4. A copy of a lease of property within the Town of East Hampton, the term of which shall be a minimum of one year. Said person a permit shall expire with the expiration of the lease or March 31, whichever is earlier.

#### **B. Commercial Shellfish Permit ( ALL OF THE FOLLOWING)**

1. A Valid New York State driver's license or vehicle registration in the name of the applicant setting forth an address located within the boundaries of the Town of East Hampton
2. A validated tax receipt stub for the current year for any taxable property located within the boundaries of the Town of East Hampton OR a copy of a lease property within East Hampton Town, the term of which shall be a minimum of one year. Said commercial permit shall expire with the expiration of the lease or March 31, whichever is earlier.
3. A valid voter registration card indicating the applicant's place of residence as being within the boundaries of the Town of East Hampton or an affidavit by applicant that he or she is not a registered voter in any jurisdiction and the he or she is a resident of the Town of East Hampton
4. A valid New York State shellfish diggers permit

### **Apply for a recycling permit**

**Recycling permits are available for purchase at the Town Clerk's office in East Hampton, The Montauk Annex and the Sanitation offices.**

To obtain a recycling permit please provide your registration, the required fee and any one of the following proofs of residency.

1. A valid New York State vehicle registration card in the name of the applicant, setting forth an address located within the town, the Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the boundaries of the town.
2. A valid tax receipt stub for the current year in the name of the applicant for any taxable property within the town, the Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the boundaries of the town, together with a vehicle registration card in the applicant's name.
3. A valid voter registration card in the name of the applicant indicating a place of residence located within the town, the Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the boundaries of the town, together with a vehicle registration card in the applicant's name.
4. A signed lease in the name of the applicant indicating a place of residence located within the town, the Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the boundaries of the town, together with a vehicle registration card in the applicant's name.

### **FAMILY PERMIT**

Two family permits per year are available to homeowners at the cost of 75 dollars per permit. You will need your family member's registration and supporting documents which can prove the family relation. Approved documents are marriage certificates and/or birth certificates. No other form of documentation will be accepted. The documents do not have to be certified copies and can be photocopies or digital scans of these documents.

### **Apply for a beach Permit**

**Resident beach permits are available in the Town Clerk's office and the Montauk Annex. These permits do not expire and are good until you get a new vehicle, license plate or the permit becomes illegible.**

**A car registration and one of the following proofs of residency are required for an East Hampton Town resident beach permit. No exceptions or alternate proofs of residency will be accepted.**

1. A valid New York State vehicle registration in the name of the applicant, setting forth an address located within the Town of East Hampton, Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the boundaries of the Town of East Hampton; or
2. A validated tax receipt stub for the current year for any taxable property within the Township of East Hampton, Village of East Hampton or that portion of the Incorporated Village of Sag Harbor located within the boundaries of the Town of East Hampton, together with a vehicle registration receipt in the name of the property owner; \*
3. A valid voter registration card indicating place of residence as being within the boundaries of the Town of East Hampton, together with a vehicle registration receipt in the voter's name.

\*If your home or vehicle is not listed in your personal name, additional proof(s) of ownership will be required. Please call the office so that we may guide you as to what we require to establish ownership.

### **NON RESIDENT BEACH**

Non-resident beach permits are available to anyone. A valid vehicle registration and a 375 dollar payment in cash or check form is required to obtain this permit. Non-resident beach permits run a calendar from January 1<sup>st</sup> to December 31<sup>st</sup>.

Please note that this permit is valid for **TOWN BEACHES** only. Permits for the five ocean beaches in East Hampton Village are sold and maintained by the Village of East Hampton. Their contact number is 631-324-4150.